



ENGINEERING AIDE I

:\$3,735 –\$ 4,760 per month

ENGINEERING AIDE II

\$4,120 – \$5,255 per month

Deadline for Applications: Friday, May 25, 2007

The Engineering Division of the Public Works Department has an opening for an Engineering Aide I/II. The department will appoint at either level depending on the candidate's qualifications and, if appointed at the Engineering Aide I level, will be considered for promotion to Engineering Aide II, once he/she has completed probation.

ABOUT THE POSITON

The Engineering Aide I is the entry level class of this job series. Initially under close supervision, incumbents perform varying work, depending upon the immediate needs of the City. They perform research of infrastructure, retrieval of files and drawings for in-house staff as well as the public, field reconnaissance work, take traffic surveys, provide customer service support at the public counter, provide basic drafting and computation support in the office.

The Engineering Aide II is the journey level class of this series, fully competent to perform a variety of engineering support duties of a more complicated nature. This class performs all duties described for the Engineering Aide I position and performs sub-professional engineering work related to technical support duties, including basic engineering calculations, basic AutoCad drawings, preparing construction cost estimates, interacting with private engineers and contractors, coordinating with utility companies, and performing mapping work as required.

EXAMPLES OF DUTIES

The main duties of these positions include assisting professional engineering staff and technical personnel in survey, drafting, research, copying plan-size drawings, posting information to maps or drawings and making simple sketches or layouts, answering questions from the public, preparing charts and/or graphs for reports or presentations, distributing maps, preparing specifications and other documents; preparing original drawings utilizing computer aided drafting (CAD) programs; Geographic Information System (GIS) implementation and support; reviewing and issuing utility encroachment permits and oversize/overweight load permits; and maintaining permit records.

QUALIFICATIONS

Engineering Aide I

- Completion of high school or its equivalent supplemented by course work in mechanical drawing or drafting, computer aided design, and mathematics through trigonometry.
- Competency in a variety of computer applications, including Microsoft Word, Excel, and Spreadsheet Software.
- Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
- Must be willing to work out of doors in various weather conditions.
- Must possess sufficient strength to carry forty pounds of equipment and walk over rough terrain.
- Related work experience desired.

Engineering Aide II

- In addition to the above qualifications, one year of college studies in mechanical drawing , drafting, computer aided design or mathematical related fields and one or more years of significant related experience. Two years of related experience in this class can offset the one year of college.

THE IDEAL CANDIDATE

We are looking for candidates with:

- A working knowledge of basic municipal infrastructure, basic engineering, surveying, construction, utilities, and drafting terminology, principles and practices, including computer aided design (CAD).
- A team player who communicates well and has a strong commitment to public service.
- Skill in making accurate engineering-related calculations, keeping accurate and concise notes and records, and preparing reports following an established format.
- The ability to deal tactfully and effectively with personnel of other agencies, public officials, other employees and the public; post information to and prepare maps and drawings; and understand and follow oral and written directions.
- Skill with simple computer networking and software, CAD and GIS.

APPLICATION PROCESS

A completed City application form and resume are required to be considered for this position. Call (408) 779-7276, for an application, apply online at www.morgan-hill.ca.gov/jobs/index/htm or send e-mail to hr@ch.morgan-hill.ca.gov. **Submit** application materials to:

City of Morgan Hill
Human Resources Office
17555 Peak Avenue
Morgan Hill, CA 95037

Deadline is 5:00 p.m. on Friday, May 25, 2007. Late applications and postmarks will not be included in our screening process.

Drug-Free Work Place/Agency Shop

The City is a drug-free workplace and has adopted a comprehensive substance abuse policy.

Note: Final candidates are required to pass a post offer medical examination, fingerprinting, background check and drug screen, given at the City's expense prior to appointment.

Persons appointed to this position are represented by the American Federation of State, County and Municipal Employees Local 101 (AFSCME) and will be required to either join the Union or pay an agency fee in lieu of membership.

Health Allowance and Flexible Benefits Plan

Depending upon your number of dependents the health allowance of up to \$1,142.75 per month for core health benefits. City employees participate in the PERS Health Program, and may choose their medical coverage from a variety of providers. The City's flexible benefits plan includes medical and dental coverage as core benefits, and a range of optional benefits including eye care, medical and dependent care accounts, heart/stroke insurance, whole life insurance, and cancer insurance. Term life insurance policy of \$50,000, short-term and long-term disability plans at City expense.

Retirement Benefits

The City offers the PERS 2.5% at 55 plan, based on single highest year, credit for unused sick leave, and 4th tier 1959 survivors benefits options. The City pays 7% of the employee's contribution.

Other Benefits

The City offers deferred compensation plans with ICMA and ITT/Hartford. The City also offers a City-paid employee assistance program and 5% bilingual pay for certified working knowledge of Spanish and American Sign Language. The City supports professional development and provides a tuition reimbursement program of up to \$1,000 per fiscal year. An Educational Incentive Pay Program is also available.

Vacation, Sick Leave, Holidays

Annual vacation ranges from two to four weeks per year, based on years of service. Employees accrue eight hours of sick leave each month. A sick leave cash-out option is available annually.

The City observes 13.5 paid holidays, and provides two floating holidays each year. The City has a furlough between Christmas and New Years Day each year.

WORKFORCE DIVERSITY:

The City of Morgan Hill supports work force diversity. Women, minorities and individuals with disabilities are encouraged to apply.